GRADUATE STUDIES ENROLLMENT
TERM 2, AY 2022-2023
(Excluding College of Law)

TABLE OF CONTENTS

- **PROCEDURES FOR ONLINE ENROLLMENT**
  - Account Activation
  - Settlement of Clearance
  - Academic Advising
  - Online Enrollment
  - Self-Printing of EAF
- **OTHER ENROLLMENT INFORMATION**
  - Returnees
  - Online Enrollment / Adjustment
  - Audit Class Enrollment
  - Special Class Enrollment
  - Graduate Studies Shifting Procedure and Schedule
- **TUITION FEE PAYMENT**
- **PROCESS OF TUITION FEE PAYMENT**
  - Online Payment
  - Over-The-Counter Bank Payment
- **DEADLINE OF DROPPING COURSES (excluding COL)**
- **PROCEDURES FOR DROPPING COURSES**
  - Online Dropping
  - Manual Dropping
- **PART I OF NON-COURSEWORK ENROLLMENT SCHEDULE**
  - General Reminders
  - Procedures using Google Sheet
- **PART II OF NON-COURSEWORK ENROLLMENT SCHEDULE**
- **CONTACT INFORMATION**
  - Enrollment Support
  - OUR Contact Information
  - College Concerns

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Oct 01, 2022**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**Pre-Enlistment**	Oct 03, 2022 (08:00 am) - Oct 08, 2022 (08:00 pm)	Access http://animo.sys.dlsu.edu.ph to do the following:
3	**3A: Settlement of Clearance**	Deadline until Dec 03, 2022	Access http://animo.sys.dlsu.edu.ph to do the following:
	3B: Academic Advising		• View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf • View actual enrollment count at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings • Visit your Program Coordinator at the department.
4	**Online Enrollment**	Jan 12, 2023 (08:00 AM) – Jan 13, 2023 (11:59 PM)	• Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)*** • View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
		REMINDER	• A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses after the start of the term.

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

STEP	ACTIVITY	DATE AND TIME	DETAILS
5	**EAF Printing**	**Jan 13, 2023 (F)**	ITS will send an EAF to the Student's DLSU Gmail account. A student that is newly enrolled and those who still make adjustments to their enrollment **must have their updated EAF** starting the given schedule below for EAF Printing. Kindly log in and download your updated EAF through **https://my.dlsu.edu.ph/**

DATE	TIME	COLLEGE	ID
Jan 16, 2023 (M)	08:00 AM – 09:00 AM	CLA	ID 119 & below
	09:01 AM – 10:00 AM		ID 120
	10:01 AM – 11:00 AM		ID 121
	11:01 AM – 12:00 PM		ID 122
	12:01 PM – 01:00 PM	GCOE	ID 119 & below
	01:01 PM – 02:00 PM		ID 120
	02:01 PM – 03:00 PM		ID 121
	03:01 PM – 04:00 PM		ID 122
	04:01 PM – 05:00 PM	CCS and COS	ID 119 & below
	05:01 PM – 06:00 PM		ID 120
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
Jan 17, 2023 (T)	08:00 AM – 09:00 AM	RVRCOB	ID 119 & below
	09:01 AM – 10:00 AM		ID 120
	10:01 AM – 11:00 AM		ID 121
	11:01 AM – 12:00 PM		ID 122
	12:01 PM – 01:00 PM	BAGCED and SOE	ID 119 & below
	01:01 PM – 02:00 PM		ID 120
	02:01 PM – 03:00 PM		ID 121
	03:01 PM – 04:00 PM		ID 122
	04:01 PM – 05:00 PM	LAGUNA COLLEGE	ID 119 & below
	05:01 PM – 06:00 PM		ID 120
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
Starting Jan 18, 2023 (08:00 AM) until Mar 18, 2023 (08:00 PM)		**ALL COLLEGES**	

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Dec 12, 2022 – Jan 11, 2023 (08:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting Jan 12, 2023 to Jan 21, 2023.**
Online Enrollment / Adjustment ***(except for ID 122 New student for T2 AY 22-23)***	Jan 16, 2023 (08:00 AM) – Jan 21, 2023 (08:00 PM)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph
Audit Class Enrollment	Jan 16, 2023 – Jan 28, 2023 (08:00 PM)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
		REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Special Class Enrollment	Jan 04, 2023 – Jan 18, 2023 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: LAGUNA COLLEGE: BAGCED: https://bit.ly/GS_Special_Class_BAGCED CCS: https://bit.ly/GS_Special_Class_CCS CLA: https://bit.ly/GS_Special_Class_CLA COS: https://bit.ly/GS_Special_Class_COS GCOE: https://bit.ly/GS_Special_Class_GCOE RVRCOB: https://bit.ly/GS_Special_Class_RVRCOB SOE: https://bit.ly/GS_Special_Class_SOE
	Jan 19, 2023 – Jan 28, 2023 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **Feb 01, 2023**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than Feb 04, 2023.**
		REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline of payment without surcharge.** 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing.
Graduate Studies Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf	

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

TUITION FEE PAYMENT

ACTIVITY	DEADLINE
Payment **Without** Surcharge	Until Jan 28, 2023 (Saturday)
Payment **With** Surcharge	From Jan 29, 2023 To Feb 11, 2023
Last Day of Payment and Payment of 2nd Half **(Installment)**	Feb 11, 2023
Auto-Dropping of Enrolled Course/s Without Payment	Feb 11, 2023 05:00 PM
For two (2/3) installment payments	Mar 03, 2023
For three (3/3) installment payments	Apr **22**, 2023 (Saturday) *Tentative: Eid'l Fitr*

DETAILS

- Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment
- For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAO**

REMINDERS:

1. For further clarification or question, an email may be sent to: **cashiers@dlsu.edu.ph**
   a) Unposted payments
   b) Requests for Official Receipts (OR's)
   c) Tuition balances
   d) Payment channels

   ocfo.studentservices@dlsu.edu.ph
   a) Refunds
   b) Credit memos (scholars)
   c) Clearances
   d) Certifications
2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account.
3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT

1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**.
2. Online Payment using VISA and MASTERCARD credit cards and debit cards.
3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, UCPB, and UNIONBANK

OVER-THE COUNTER-BANK PAYMENT

Account Name	Bank
DE LA SALLE UNIVERSITY MANILA	BDO
	Land Bank (P. Ocampo Branch only)
	METROBANK
	RCBC
	selected UCPB branches
	UNIONBANK

For more details, please refer to this link

http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

DEADLINE OF DROPPING COURSES

REFUND	START DATE	END DATE
100%	Jan 12, 2023	Jan 21, 2023
90%	Jan 22, 2023	Jan 28, 2023
80%	Jan 29, 2023	Feb 04, 2023
0%	Feb 05, 2023	Feb 11, 2023
Withdrawal of Courses **(NO Refund)**	Feb 12, 2023	Mar 18, 2023 (08:00 pm only)

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 121 and below** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps:
Manual Dropping	• **ID 122** • **Student with Inactive animo.sys account** **REMINDER:** • Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form: **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School for their endorsement. 3. Once cleared, Enrollment In-Charge will drop the courses from the enrolled subjects of the students. 4. An email will be send to the student once the application has been processed. 5. Students may then download and print the updated EAF through an MLS account.

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

PART I OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

GENERAL REMINDERS

1. Student must have **no pending clearance/s** with other offices

2. The requirement for Academic Completion will not be applicable upon application for non-coursework, but **students must ensure that he/she has taken all academic requirements of the program.**

3. Types of enrollment:
   a. **ONLINE ENROLLMENT**: Please see Step 4B: (http://animo.sys.dlsu.edu.ph)
   b. **MANUAL ENROLLMENT via GOOGLE SHEET**: Please check the table starting on the next page for the link and requirements

   Online and Manual Enrollment Schedules:
   - Weekdays: 08:00 am to 12:00 pm and 01:30 pm to 05:00 pm
   - Saturdays: 08:00 am to 12:00 pm

4. If a student is **not enrolled in the previous term**, he/she needs to process Manual enrollment (same procedure for Thesis/Dissertation Writing 1).

5. Official enrollment in Residency will include access to Library services and other applicable miscellaneous fees for the term.

PROCEDURES USING GOOGLE SHEET

1. Student **must accomplish** the Application Form (please see table starting on the next page for reference), and **save it in PDF format**

2. Student **must secure** the email endorsement/approval **using DLSU Email** based on the requirements needed in the form and once received, s**ave the copy email thread of approval in PDF format** from the following:
   ✓ Thesis/Dissertation Adviser/Mentor
   ✓ Department Chair or GS Program Coordinator
   ✓ Associate Dean of the College/School

3. Student **must fill-up** the information needed in the Google Sheet (Please see table below) and **attached the following requirements** needed:
   ✓ Application Form (PDF)
   ✓ Email Thread of Approval (PDF)

4. **Incomplete requirements will not be processed**. Before submitting, make sure that you accomplished all necessary requirements needed for processing.

5. Only applications submitted following the guidelines on the schedule stated above will be evaluated and will be processed.

6. Once cleared, students may **start to download and print** the updated EAF through the MLS account **after 4 working day**s.

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

PART II OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Jan 12, 2023 – Jan 29, 2023 (08:00 PM)	**Qualification for Employee Discount**	✓For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	**EMPLOYEEDISC**	Google Form* *(should NOT do the online enrollment)*	**GFORM_EMPLOYEE**
Jan 12, 2023 – Jan 29, 2023 (08:00 PM)	**Residency** *(includes library fee and access)*	✓Enrolled in the Previous Term		Online Enrollment	**ANIMOSYS**
		✓Returnee		Online Enrollment	

Steps to get the Residency+Library Class Number (via MLS):

1. Proceed to View Course Offerings:
2. Enter your **ID number** and click **Submit** https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3. In the search box, type your **College Residency Code:**

COLLEGE	RESIDENCY CODE
BAGCED	CED8500
CCS	CCS8500
COS	COS8500
CLA	CLA8500
GCOE	COE8500
RVRCOB	COB8500
SOE	SOE8500

4. Then click **Search**
5. Get the equivalent Class Number (unique identifier for each course code & section) of an Open Section (in green font)

Steps to Enroll via Animo.sys:

1. Log in at http://animo.sys.dlsu.edu.ph

2. Print updated EAF through My.LaSalle account (https://my.dlsu.edu.ph/).

Reminders:

- Please be mindful to check your EAF if you are **enrolled in the correct Residency Code.**
- You can still correct your Residency code within the period of Residency enrollment. Beyond this period, all corrections will be subject to approval and with penalty.

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

PART III OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Jan 12, 2023 – Jan 29, 2023 (08:00 PM)	**Directed Research** **MBA Integration Action Research Paper** **Practicum** **Project Paper** **Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED)**	✓ Passed all Academic Requirements of the Program	**RESEARCH_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_RESEARCH**
	Thesis/ Dissertation Writing 1 only	✓ Passed all Academic Completion Certificate	**WRITING_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_WRITING**
	Thesis/ Dissertation Writing 2 onwards	✓ Returnee ✓ Not enrolled in T/D Writing on **Term 1, AY 2022-23**			
		✓ Enrolled in the Previous Term		Online Enrollment	**ANIMOSYS**

THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH VIEW COURSE OFFERINGS (https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

Example:

- You are enrolled last term in SPE852M GA4, to get the equivalent Class number just add/plus 1 to your previous code, SPE853M.
- Then search SPE853M GA4 in View Course Offerings.
- Look for the equivalent Class number based on the section assigned to you which is also equivalent to your Mentor / Adviser.

Steps:

1. Log in at http://animo.sys.dlsu.edu.ph

***Find unique identifier here:**
https://enroll.dlsu.edu.ph/dlsu/view_course_offerings

2. Print updated EAF through MyLasalle account (https://my.dlsu.edu.ph/).

Schedule of the Deadline of Payment without Surcharge for the following Non-Coursework is until Feb 04, 2023 only:

●Directed Research ●MBA Integration Action Research Paper ●Practicum ●Project Paper ●Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED) ●Thesis/ Dissertation Writing ●Residency

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

PART II OF NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Jan 16, 2023 – Mar 04, 2023 (08:00 PM)	**Thesis/ Dissertation Final Defense**	✓ Enrolled in Writing ✓ Passed Proposal Defense	DEFENSE_FORM	Google Form* *(should NOT do the online enrollment)*	GFORM_FINAL_D
Jan 16, 2023 – Mar 18, 2023 (08:00 PM)	**Thesis/ Dissertation Proposal Defense**	✓ Enrolled in Writing	DEFENSE_FORM	Google Form* *(should NOT do the online enrollment)*	GFORM_PROPOSAL_D
Jan 30, 2023 – Feb 11, 2023 (08:00 PM)	**Written Comprehensive Exam (WCE)** **Qualifying Exam (BAGCED and COS)**	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate	WCE_FORM	Google Form* *(should NOT do the online enrollment)*	GFORM_WCE
Mar 13, 2023 – Mar 18, 2023 (08:00 PM)	**Application for Doctoral Candidacy Exam (COS)**	✓ Enrolled in Residency	OCE_FORM	Google Form* *(should NOT do the online enrollment)*	GFORM_OCE
	Oral Comprehensive Exam (OCE)	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate			

GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2022-2023

(Excluding College of Law)

CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except Saturdays, Sundays / Holidays / Non-working days **Lunch Break:** Mondays to Fridays – 12:00 noon to 01:30 pm	Jan 04, 2023 to Mar 04, 2023 **Available office hours for enrollment concerns:** ● Mon-Fri from 08:00 am to 05:00 pm ● Sat from 08:00 am to 12:00 pm	● For the complete list of fees, you may visit **GLOSSARY_FEE** ● For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** ● Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** ● For concern/s, kindly email **OUR** at registrar@dlsu.edu.ph. For **ITS**, kindly visit the **ENROLLMENT LOG** using your DLSU account.

	DLSU Trunkline	For Enrollment	
OUR-ENROLLMENT Contact Information	**(632) 8-524-46-11 local 116**	Mon – Fri	09:00 AM to 12:00 NN and 01:30 PM to 04:30 PM
		Sat	09:00 AM to 12:00 NN

COLLEGE CONCERNS	COLLEGE/SCHOOL	EMAILS	
		Associate Dean	Academic Programming Officer (APO)
For the following **but not limited** to: ● Audit Class Enrollment ● Manual Dropping ● Special Class	**Laguna College (LC)**	assocdeanLC@dlsu.edu.ph	MS. MARICEL DELA ROCA maricel.delaroca@dlsu.edu.ph
	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. LIBERTY SANTOS liberty.santos@dlsu.edu.ph
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph
	College of Science (COS)	assocdeanCOS@dlsu.edu.ph	MS. MA. CRISTINA TISMO ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (GCOE)	assocdeanGCOE@dlsu.edu.ph	MR. EDDIEMON PANEM eddiemon.panem@dlsu.edu.ph
	Ramon V. del Rosario College of Business (RVRCOB)	adrasRVRCOB@dlsu.edu.ph	MS. REMEDIOS TAMACA remedios.tamaca@dlsu.edu.ph
	School of Economics (SOE)	assocdeanSOE@dlsu.edu.ph	MS. PURISIMA G. LIPATA purisima.lipata@dlsu.edu.ph